

Procedure for nominating Parents' Committee delegates to the FCPQ's General Council

In accordance with the General Regulations, the delegates' term of office is one year and is renewable. It begins on November 1 of each year, further to the election of the members of the Parents' Committee, which must, pursuant to the *Education Act*, occur before September 30. Furthermore, the General Council delegates sit as members at the Annual General Assembly of the FCPQ.

We would be grateful if you would, **at your first Parents' Committee meeting:**

- Provide each member with the enclosed pamphlet so that he or she is properly informed.
- Elect your two delegates.
 - We cannot overstate the importance of choosing trustworthy delegates who will be effective in the crucial role of liaison between your Committee and the Federation. The pamphlet explains the tasks and time required for carrying out this function.
 - Three important aspects:
 - The General Regulations provide that only one of the delegates has the right to vote. It is therefore important that this person be properly identified. Note that the other delegate has the same right to speak and participate as the voting delegate.
 - Should a delegate from your Parents' Committee also be elected to the Federation's Executive Committee, that person automatically becomes the delegate with the right to vote.
 - A substitute or substitutes may be appointed by means of a resolution. However, only two people may attend a General Council meeting, one as the first delegate and the other as the second delegate.
 - In the event of resignation, delegates can be elected any time during the year. However, in order to prevent any confusion, it is important to inform the Federation (see below).
- Further to nominating your two delegates, please send their contact information as soon as possible to Huguette Pagé, Corporate Affairs Adviser, by email at huguette.page@fcpq.qc.ca or by phone at (418) 667-2432. You can scan the following page and email it or fax it to (418) 667-6713.

Once your two delegates have been designated, we invite you to fill out the online form by clicking the following link: <https://goo.gl/forms/wg0bpX6rjv5mo0FV2>

The first General Council meeting will take place Friday evening and all day Saturday on **November 17 and 18, 2017**, at Hôtel Pur, Québec City. All relevant information will be sent to the delegates whose contact information you have provided. The sooner we receive this contact information, the sooner your delegates will have the information concerning exercise of their role within the General Council.

Septembre 2017
